

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION

Philadelphia, Pa.

2. POSITION NUMBER

00027142
N7764E

ASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

OPM PCS for GS-819 dtd 5/79; OPM JFS for GS-1300 dtd 10/97. See attached evaluation.

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer/Environmental Scientist	GS	819/1301	14	001
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer/Environmental Scientist	GS	819/1301	14	

5. ORGANIZATIONAL TITLE OF POSITION (If any)

Drinking Water Security Specialist

6. NAME OF EMPLOYEE

Klisniewski, Patricia

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e. Drinking Water Branch (3WP22)

b. Region III

f.

c. Water Protection Division

g.

d. Office of ~~Municipal Assistance~~ *Drinking Water / Source Water Protection*

h. EPAYS Organization Code

90363205
SFBA 0000

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

X [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Richard Rogers, Chief, Drinking Water Branch, WPD

d. Typed Name and Title of Second-Level Supervisor

Victoria Binetti, Acting Deputy, Water Protection Division

b. Signature

[Signature]

c. Date

8/9/02

e. Signature

Victoria P. Binetti

f. Date

8/9/02

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to:

b. Fair Labor Standards Act: ☐ Nonexempt ☒ Exempt

c. Functional Code

d. Bargaining Unit Code:

1050

e. Check, if applicable:

☐ Medical Monitoring Required
☐ Extramural Resources Management Duties (% of time)

f. Signature

Anthony P. Santora

g. Date

8/9/02

11. REMARKS: EPL: GS-14
PEN AND INK CHANGES MADE DUE TO REORGANIZATION
WHICH BECAME EFFECTIVE ON 5-14-02

Bus changed per OPM 08/02/013

POSITION DESCRIPTION
Environmental Engineer/Environmental Scientist
GS-0819/1301-14

Position Number: N7764E

Organizational Code: 3WP22

Organizational Location: EPA, Region 3, Philadelphia
Water Protection Division
Office of Municipal Assistance
Drinking Water Branch
Philadelphia, PA

Primary Purpose: The incumbent serves as the senior Regulatory Development and Implementation Specialist and the senior Drinking Water Security Specialist involved in Agency initiatives involving security and counter-terrorism for the Public Water System Supervision Program.

Duties

Serves as the technical and policy specialist for Region III on national, regional and state issues regarding the development and implementation of developing and water supply security and counter terrorism programs and measures and drinking water regulation development.

As the Region's technical expert on all drinking water regulations, the incumbent is responsible for ensuring accurate information is processed and distributed to state agencies, EPA headquarters, public water suppliers and the general public regarding health effects of drinking water contaminants and methods of compliance for public water suppliers. This is done through coordinating with a team of drinking water professionals, each an expert on a particular regulation. Serves as the drinking water contaminant health effects expert for EPA Region 3.

Serves as the lead regulatory development coordinator for EPA Region 3. With guidance from the supervisor, develops and implements a strategy for assigning regulatory development work to Branch staff to ensure the Region is fully involved in the revision of existing or the development of any new drinking water regulations. Coordinates negotiations of changes of proposed regulations with EPA Headquarters program office during the final agency review process.

Serves as the Region III Drinking Water Security and Counter Terrorism Coordinator. As such, the incumbent is responsible for: the development and implementation of internal emergency response plans that are coordinated with appropriate Regional emergency response programs and policies; the coordination of all drinking water security grant programs funded by Congress and directed to state agencies or directly to water utilities; and, the coordination of the review of and response to vulnerability assessments conducted by public water suppliers and managing the security of reports submitted to EPA. The incumbent leads a team of Branch staff to ensure all special drinking water security grants programs are implemented quickly and efficiently.

Serves as the Regional Drinking Water security representative to EPA HQ and its Water Protection Task Force (WPTF). Coordinates and leads activities with the WPTF including lending assistance to the WPTF in designing programs and policies that are implementable by EPA Regions, state agencies and/or water utilities. Ensures coordination and communication with federal and state law enforcement agencies is maintained by holding regular (annual or semi annual) meetings between EPA drinking water program, EPA Criminal Investigations Division, State agencies, state police and FBI field offices responsible for critical infrastructure protection. These meetings will be designed to develop and maintain channels of communication among all parties involved in protecting drinking water sources.

Develops expertise in contaminants that could be used as weapons of mass destruction delivered through, or to, public water systems including physicochemical characteristics and the fate and transport of the contaminants; develops expertise in appropriate treatment practices to counter these contaminants; and develops expertise on available methods of detecting these contaminants in drinking water. Ensures this information is disseminated to the appropriate state and federal personnel and to water utilities when the need arises.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc. Accomplishes duties related to environmental management and/or protection.

Factors

Factor 1-8 Knowledge Required by the Position 1550 Points

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable environmental statutes and regulations.

Knowledge and skills required for this position include: Security and counter terrorism measures for public water systems; federal and state regulatory development processes; coordination of direct implementation environmental programs; ability to represent the Region on policy matters; and present and market policy and program ideas to a wide range of senior level staff at the federal and state government levels.

The technical requirements of the position and the complexity of the tasks require that this position be filled at a senior level environmental engineer or scientist who has demonstrated expertise in regulatory development, water treatment as a means of reducing public exposures to harmful contaminants and water supply security experience. With an adequate technical background, applicants from other programs can successfully fill the positions.

Candidate must qualify for and obtain a top secret security clearance.

Factor 2-5 Supervisory Controls 650 Points

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The engineer and/or scientist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by high-level management. The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3-5 Guidelines 650 Points

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the agency.

Factor 4-5 Complexity 325 Points

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5-5 Scope and Effect 325 Points

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Factor 6-3 Personal Contacts 60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-4 Purpose of Contacts 220 Points

The purpose of contacts is to justify, defend, negotiate, or settle controversial, and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals, or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives.

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 Work Environment 5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.